

**SUBJECT CONSULTATION EVENING,
JANUARY/FEBRUARY 2012**

for students in the first year of A-level



**WYGGESTON & QUEEN
ELIZABETH I COLLEGE**

Tel : (0116) 2231900

January 2012

Dear Parent/Carer

You will be most welcome here, on the evening of **Thursday 26 and / or Tuesday 31 January between 6.30pm and 9pm**, to discuss your daughter/son's progress with subject and tutorial staff. Your daughter/son is welcome and encouraged to attend the evening with you. We operate an appointment system. If you wish to attend, please ask your daughter/son to use the grid overleaf to make appointments with the staff you wish to see. They will do their best to arrange times convenient for you but a gap of at least five minutes should be left between appointments to allow 'travelling time'. The appointment proforma will also be of help to you during the evening; we advise you to bring it with you, completed by your daughter/son as fully as possible.

Staff will make every endeavour to adhere strictly to appointments and we ask that you too co-operate in this respect. Consultations should normally be restricted to five minutes. Issues which require lengthy discussions are not very easily dealt with on evenings such as this. If there is a need for a fuller discussion, then we shall be pleased to arrange a further appointment for a more appropriate time.

If you make appointments but are unable to attend on the day, please phone us on (0116) 223 1900 so that we can let staff know.

Parking on the College site is limited and shared with members of Nuffield Health & Fitness. Consequently, only those with mobility difficulties will definitely be able to park on campus. For others, parking will be on the University of Leicester's Welford Road car park, situated between Putney Road and University Road. This is on the opposite side of Welford Road from the College's grounds. There is a walk of approximately 500 metres to the College, so please make sure that you allow sufficient time before your first appointment.

Visitors with accessibility requirements are requested to complete the form available on the parent/carers website, www.wqeic.ac.uk/parents, and return it either by post or by email.

We look forward to seeing you on 26 or 31 January. Should you wish to have a word with me, after your sequence of appointments, I shall be glad to meet you.

Yours sincerely

A handwritten signature in black ink that reads 'Ian Wilson'.

Ian Wilson
Principal

Daughter/Son's name _____ Personal Tutor _____

Please leave a gap of at least 5 minutes between appointments.

THURSDAY 26 JANUARY

Time	Staff Name	Subject	Location	Time	Staff Name	Subject	Location
6.30				7.45			
6.35				7.50			
6.40				7.55			
6.45				8.00			
6.50				8.05			
6.55				8.10			
7.00				8.15			
7.05				8.20			
7.10				8.25			
7.15				8.30			
7.20				8.35			
7.25				8.40			
7.30				8.45			
7.35				8.50			
7.40				8.55			

TUESDAY 31 JANUARY

Time	Staff Name	Subject	Location	Time	Staff Name	Subject	Location
6.30				7.45			
6.35				7.50			
6.40				7.55			
6.45				8.00			
6.50				8.05			
6.55				8.10			
7.00				8.15			
7.05				8.20			
7.10				8.25			
7.15				8.30			
7.20				8.35			
7.25				8.40			
7.30				8.45			
7.35				8.50			
7.40				8.55			

**REFRESHMENTS WILL BE AVAILABLE IN THE MAIN COLLEGE BUILDING
& THE JAMES WENT BUILDING FROM 6 – 8 PM**